

Claudia Munoz Ochoa

Fort Collins, CO

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Im a new girl around Colorado. Best place I have been to my dream home to start fresh.

Authorized to work in the US for any employer

Work Experience

Park Attendant

Diego corporation - Fort Collins, CO

April 2019 to Present

Walk around property

Answer phone calls

Hand out notices or letters to tenants

Keep the park clean

Tax Preparer

Liberty Tax Service - Fort Collins, CO

January 2019 to July 2020

Prepared returns

Customer Service

Will be working every year with them in evenings

Best Western

Kiva Inn - Fort Collins, CO

January 2017 to January 2019

Front Desk

Answer Phone calls

Handle Cashier

Make Reservations

File

Computer cloud base

Usd 260 Derby Distict

Cooper Elementary School - Wichita, KS

November 2015 to January 2017

Translated

Worked With Kids

Did Front Office

Files

Used Computer to enter Data

Derby Recreation Center

Oaklawn Activity Center - Wichita, KS
August 2014 to October 2016

Tutor
Translate
Recreational activities

Education

High school or equivalent

Derby High School - Wichita, KS
August 2011 to May 2015

Skills

- Translation
- Bookkeeping
- Tax Experience
- Experience with Children

Additional Information

I'm going to school to become a tax prepare.